

SM4-4: Please Correct My Credit Report

[Sender's mailing address]
[Sender's city, state, zip code]
[Date]

[Recipient's Name]
[Recipient's Company]
[Recipient's mailing address]
[Recipient's city, state, zip code]

Dear [Recipient Name]:

[Paragraph #1: In 1–2 sentences provide a summary of why you are writing the letter. Be polite, and briefly explain what is wrong or inaccurate.]

[Paragraph #2: Provide details of what is wrong or inaccurate. Be sure to include dates and amounts.]

[Paragraph #3: In a non-threatening manner, state specifically what needs to be done to correct the situation.]

Sincerely,

[Sender's signature]

[Sender's full name—typed]
[Sender's phone number]
[Optional: Sender's E-mail address]

Attachment(s): [List any supporting evidence that is enclosed with the letter. Only include COPIES of documents so you keep the originals.]

Business Letter Formatting Guidelines

- Keyed in a professional-looking font
- 10- or 12-point font
- 2" top margin
- 1" side margins
- Single-space paragraphs
- Double space between paragraphs